



International Master's Program  
in International Studies  
<https://impis.nccu.edu.tw/>



# STUDENT HANDBOOK

WELCOME TO IMPIS  
2024 FALL



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# Message from Director



Wen-yang Chang  
*Director of IMPIS*

Dear all,

It is my great pleasure to welcome you to the International Master's Program in International Studies (IMPIS) at National Chengchi University (NCCU). As one of Asia's leading institutions, NCCU has a proud tradition of academic excellence, particularly in the field of international studies, where we strive to cultivate a deep understanding of global affairs.

Our program is designed to equip students with the critical thinking, analytical, and research skills necessary to navigate the complexities of an increasingly interconnected world. Our curriculum is both rigorous and dynamic, reflecting the latest developments in international relations, political economy, and global governance. We are committed to providing an intellectually stimulating environment that encourages curiosity, fosters debate, and promotes a nuanced understanding of global issues.

The diversity of our student body is one of our greatest strengths. We are proud to welcome students from various cultural, academic, and professional backgrounds, each bringing unique perspectives and experiences. This diversity not only enriches our academic discussions but also prepares our students to become global citizens who are capable of making significant contributions to society. I encourage you to make the most of your time here, engage fully with the program, and take advantage of the numerous opportunities NCCU has to offer. If you are interested in international studies, please apply to the IMPIS.

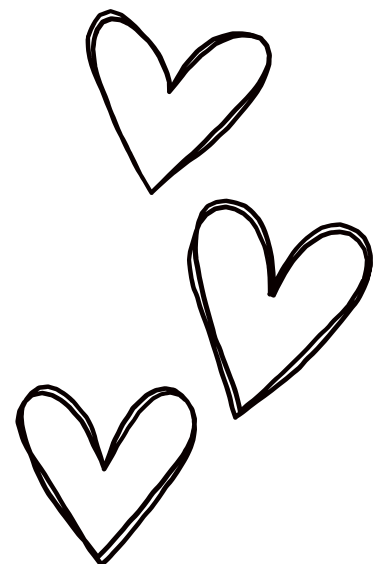
Once again, welcome to the IMPIS at NCCU. I look forward to witnessing your academic journey and the impact you will undoubtedly have on the global stage.

Sincerely yours,  
Wen-yang Chang  
Chair, IMPIS  
wychang@nccu.edu.tw

# About IMPIS

Welcome to the IMPIS family! IMPIS, established in August 2012, aims to bring a broad interdisciplinary focus to the understanding and study of contemporary international relations. It provides intensive learning and application of knowledge in economic, business, politics, diplomacy, and international organizations in a world of globalization.

The diversity and passion of IMPIS students and faculty members will make studying in Taiwan a more productive experience. IMPIS receives students not only from Taiwan but also from all over the world. IMPIS is committed to creating a learning environment that is respectful and safe for all IMPIS members. We believe that such an environment is not only necessary for all members to work productively and thrive in their individual paths, but is also intrinsic to the *raison d'être* of the IMPIS program – to embrace diversity in a globalized world. Therefore, we expect all students to adhere to the fundamental norms of academic life.



# Program Requirement

## What to do to graduate?

IMPIS requires completion of

- 1.) [a minimum of 30 credits;](#)
- 2.) [a MA thesis for graduation.](#)

Students can fulfill all the program requirements in 2-4 years.

\*NCCU Regulation\*\*

Maximum of study years: 4 years (8 semesters)

Maximum of suspension years: 2 years (4 semesters)

## Course plan

There are two parts to the curriculum:

- Required Courses: 9 credits
- Elective Courses: 21 credits

Courses need to be at the **MASTER'S-LEVEL!** If you choose a bachelor's-level course, you could still have it, but you will need to pay the credit fee for it, and it will not count towards your graduation credits.

**There is no maximum or minimum number of credits required each semester.** Students can decide how to distribute the 30 credits over their years of study. In order to concentrate on thesis writing, most second-year students do not take any courses in their final semester.

# 30 Credits of Courses

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## Required credits (compulsory)

### 9 credits

- *International Relations Theory (Fall semester)*
- *Research Methods (Fall semester)*
- *International Political Economy (Spring semester)*

IMPIS recommends that students complete all required courses in their first-year so that they can be well prepared to work on the thesis in the second year.

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## Elective credits

### 21 credits

You can take the master-level courses in any department at NCCU. However, only 9 out of 21 credits from non-IMPIS courses can be counted towards IMPIS graduation requirements.

That is, you must complete at least 21 credits among IMPIS-Courses (including required credits). You may also take up to 30 credits from IMPIS-Courses for your graduation.

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#### ★ *The definition of IMPIS-Courses*

*All courses from the College of International Affairs can be considered IMPIS-Courses. While courses developed by other colleges will be classified as non-IMPIS courses.*

#### ★ *Credit fee might vary among different departments:*

*<https://aca.nccu.edu.tw/zh/dean/tuition-fee#myModal66d95539c555e>*

#### ★ *The list of organizations of College of International Affairs could be found here:*

*<https://ocia.nccu.edu.tw/PageDoc/Detail?fid=4814&id=1983>*



# Thesis

## Guideline

There are two defenses for your thesis:  
[the Proposal](#) and [the Final Defenses](#).

Here are three golden rules for the IMPIS thesis defense:

1. The final defense can only be conducted at least **4 MONTHS** after the proposal defense has been passed.
2. Application for both defenses must be submitted **2 WEEKS** prior to defense date.
3. One hard copy of the proposal/thesis for public exhibition in the IMPIS office must be submitted **2 WEEKS** prior to the defense date.

## A Recommended Thesis Schedule

**Exploring thesis topic and asking for an advisor**

Semester 1 & 2

**Submitting the Form of Thesis Topic and Advisor**

Semester 3

**Proposal Defense**

Semester 3

**Final Defense**

Semester 4

**Thesis upload & Leaving School Procedure**

Within ONE MONTH after the semester you complete the final defense.

★ *Fall semester: August 1 – January 31 ; Spring semester: February 1 – July 31.*



# Thesis

## 5 STEPS FOR THESIS

**Start  
the Thesis** 01

02 **Proposal  
Defense**

**Final Defense** 03

04 **After Final  
Defense**

**Leave School** 05

# Start the Thesis

# 01

Find your thesis topic and advisor. Most students will have some ideas and have an appointment with professors in the relevant field to discuss it.

Typically, students choose NCCU professors as their advisors because they are familiar with NCCU regulations and it is more convenient to find advisors for discussions.

<b>Who could be your advisor?</b> The same conditions for your committee members	
<b>01</b> 現任或曾任教授、副教授、助理教授 Current or former professor, associate professor, or assistant professor. (accredited by the Republic of China Ministry of Education)	
<b>02</b> 中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員 Academics with a fellowship at Academia Sinica(Taiwan)	
<b>03</b> 獲有博士學位，且在學術上著有成就者 Individuals who hold a Ph.D and have made significant achievements in academia.	認定基準，由辦理學位授予之各系、所、院務會議或學位學程事務會議定之 The criteria for recognition shall be determined by the relevant meetings of the departments, institutes, colleges, or programs responsible for handling the conferment of degrees.
<b>04</b> 研究領域屬於稀少性、特殊性學科或屬專業實務，且在學術或專業上著有成就 Experts in rare or specialized discipline or professional practice who have notable achievements in their field.	

# Proposal Defense

# 02

## Prepare documents

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Declaration Form of Thesis Topic & Advisor

Path: iNCCU → Campus web info. portal → Academics → Graduate Student Degree Thesis Title Declaration (研究生申報論文題目)



Application Form for Thesis Proposal Exam (for IMPIS students):

<https://impis.nccu.edu.tw/PageDoc/Detail?fid=11625&id=20233>

Please print it double-sided (one piece of paper)



A hard copy of your proposal with the advisor's signature on the cover page

Note: IMPIS office does not provide FREE printing service for proposal & final defense.

### Committee members:

- At least  $\frac{1}{3}$  of the committee members should be affiliated with institutions other than NCCU.
- Part-time professors may be considered affiliated to NCCU or other institutions.
- Retired professors are considered affiliated with other institutions.
- Please consult with your advisor when selecting and discussing your committee members.

## Reserve a conference room

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Check the date and time of your Proposal Defense and reserve a conference room with the IMPIS Office.

PS. The date and time must be discussed with your advisor and your committee.

## Submit documents to IMPIS Office

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All arrangements must be completed **2 weeks** before the date of your proposal defense.

## Provide proposal to committee members

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Whether your proposal is sent by mail (hard copy) or email should be determined based on your committee members' preference.

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***Be prepared for defense and pass it!***

# Final Defense

(Degree Examination)

# 03

## Check your qualifications

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1. Be enrolled or registered in the semester
2. Have declared your advisor and thesis topic (Did at proposal defense)
3. Complete all graduation requirements, including earning the necessary credits
4. Finish the Course on Academic Ethics and Research Integrity (Do it earlier, please don't wait until the last minute; the system updates the result monthly) [tutorial: https://ethics-s.moe.edu.tw/newuser/2/](https://ethics-s.moe.edu.tw/newuser/2/)
5. Complete the thesis and upload it to Turnitin for plagiarism checking.

## Apply to have Degree Exam

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《NCCU Requirement》

You may continue writing your thesis before submitting the IMPIS form



Application form to have the degree examination (via iNCCU)

Path: iNCCU → Campus web info. portal → Academics → Degree Examination Application System(學位考試申請系統)



Submit the Turnitin percentage report with your advisor's signature  
(Around 80-90% of your thesis)

How to use turnitin:

Mandarin: <https://lib.video.nccu.edu.tw/p/turnitin-student9>

English: <https://lib.video.nccu.edu.tw/p/Turnitinuserguide>

## Reserve a conference room

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Check the date and time of your Final Defense and reserve a conference room with the IMPIS Office

Note: The date and time must be discussed with your advisor and your committee

***Be prepared for defense and pass it!***

# Final Defense

(Degree Examination)

# 03

## Submit documents to IMPIS Office

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Deadline: Must be done 2 weeks before the date of your final defense.

- ✓ Application form for Thesis Exam Notice (for IMPIS students)  
<https://impis.nccu.edu.tw/PageDoc/Detail?fid=11625&id=20233>

Please print it double-sided (on one piece of paper)

- ✓ A hardcopy of your final thesis with the signature of your advisor on the cover page

The IMPIS office does not provide FREE printing service for the proposal & final defense.

## Provide thesis to committee members

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Whether your thesis is sent by mail (hard copy) or email should depend on your committee members' preference.

***Be prepared for defense and pass it!***

## Submit test score

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Ensure the test score has the director's signature and submit it to the registration office before July 31st/January 1st.

This step will be handled by the IMPIS office, but the test score must be submitted before 5 p.m. on the deadline. Therefore, please avoid scheduling your defense for the afternoon of the last day.

★ You may start the school leaving process 3 days after submitting the test score. If you have a tight schedule for receiving your diploma, returning to your country, etc., please avoid scheduling your final defense at the last minute.

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[https://impis.nccu.edu.tw/upload/68/doc/18882/Procedure%20of%20Graduate%20Applying%20to%20Degree%20Examination%20\(1\).pdf](https://impis.nccu.edu.tw/upload/68/doc/18882/Procedure%20of%20Graduate%20Applying%20to%20Degree%20Examination%20(1).pdf)



# Final Defense

(Degree Examination)

# 03

## Notification of Defense Date

- The IMPIS office will send official invitations via email to committee members one week before the defense day.
- Students are responsible for providing thesis to committee and making sure that committee know the defense time.
- Without 2 weeks public exhibition of thesis draft in the IMPIS office, defense cannot be held.

## Unable to do defense in time?

Hand in Application for Exam Withdrawal before ORAL TEST DEADLINE indicated in NCCU academic calendar. Without this application, your defense will be marked 'failed', and each student can apply for final defense only twice.

## A final defense would be failed if...

- the majority of the committee vetoes (e.g. 2/3 of committee members)
- the average score of thesis graded by the committee is lower than 70

Students who fail in the thesis exam can resubmit applications and retake defense the next semester. However, students who fail again will not receive the diploma and will terminate their study in the program.

## Changing committee members

Theoretically, committee members should be consistent with those in the proposal defense. However, members could change under the permission of the advisor. An application with your advisor's signature is required if the change is made after the application of NCCU, please contact IMPIS office.

## Changing advisors

The application for changing advisor requires the signatures of former and new advisors. Please contact IMPIS office if you are sure and have confirmed with your advisors.

# After Final Defense 04

## Get prepared for the leaving

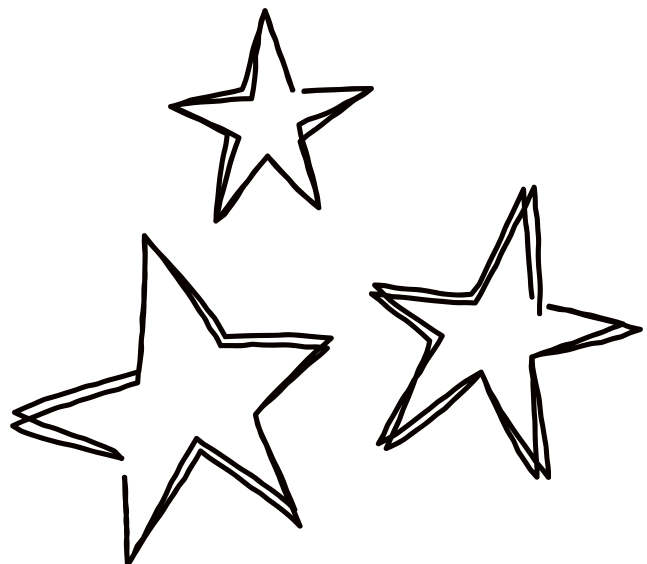
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1. Edit your thesis after getting advice from your committee members and check with your advisor to see if the final version of thesis is great to be printed.
2. Upload your thesis to the library system: <http://thesis.lib.nccu.edu.tw/cgi-bin/gs32/gswweb.cgi/ccd=imdAKW/thesislogin?>  
Please upload one PDF file in the following order: cover page, acknowledgement (if you have one), abstract, list/table of content, main body of the thesis, reference, and appendix (if you have one(s))
3. Receive a version of thesis with NCCU watermark & DOI. Please download it from the system and take the file to print it out.

★ The working days depend on the demand of the service, so please upload it as soon as possible.

<https://www.lib.nccu.edu.tw/p/404-1000-288.php?Lang=en>

Please print at least 3 copies: one for IMPIS, two for library. You could print more if you want to keep one.



# After Final Defense 04

## What to print with the thesis? ---

### A printed copy must contain:

- Title page
- Copyright License Agreement
- Signatures of thesis committee members
- Abstract
- The list of contents
- Main body of the thesis
- Bibliographies/references
- Watermark and DOI (will get this version after you upload it)

### The cover must contain

- Your program
- Full title of your thesis (Mandarin and English)
- Advisor's name
- Your full name
- Year and Month when you pass the final defense

### The spine must contain

- Your program
- Thesis title
- Name
- Year and Month when you pass the final defense

## About the printing ---

The price and time may vary! It depends on printing stores' loading and how delicate the thesis is going to be. The following information is just one store that IMPIS office asked for. The exact price and time please ask printing stores on your own.

### Paperback 平裝

#### PRICE

Every 100 pages NTD\$70  
Cover NTD\$40

#### TIME

1hr to 1 working day

### Hardcover 精裝

#### PRICE

Every 100 pages NTD\$70  
Cover (with gold stamping) NTD\$1000

#### TIME

2 to 5 working days

**Please leave enough time for uploading & printing the thesis!**



# After Final Defense 04

## Cover Page Format

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The sample of the cover page format is as following. As for the fonts, please use "Time New Roman" for English, "標楷體Biaukai" for Mandarin. If you need assistance with Mandarin part, please contact IMPIS office.

The year in Mandarin is the "ROC year", which is to subtract the C.E. year by 1911. For example, if the thesis is completed in 2022, then the ROC year would be 2022-1911=111.

<p>國立政治大學國際事務學院 國際研究英語碩士學位學程 (18pt) International Master's Program in International Studies College of International Affairs National Chengchi University (18pt)</p> <p>碩士論文(18pt) Master's Thesis (18pt)</p> <p>Thesis title in Chinese (20pt) Thesis title in English (16pt)</p> <p>Student: XXXXXX Advisor: XXX (18pt)</p> <p>中華民國XXX年XX月 Month, Year (18pt)</p>
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# Leave School

# 05

## The last part to get the diploma! ---

- ✓ Passing the final defense, and leave the school within one month after the semester

If you finish your final defense before July 31st (Spring Semester), you have to complete the leaving school procedure before Sep 1st.

If you finish your final defense before January 31st (Fall Semester), you have to complete the leaving school procedure before March 1st.

- ✓ Updating your personal information (make sure they are correct)

iNCCU→Campus web info. portal →General Info→Student Personal Profile

- ✓ Leave-School Procedure Form

iNCCU→Campus web info. portal →Academics→Graduation Procedure Checklist(畢業離校檢核)

- ✓ Coming to the campus and go through the Leave-School inspection

Please print out the Leave-School Procedure Form and hand in three copies of your thesis. Also, please prepare your student ID card and ARC. Normally could be done in one day if you prepare everything!

- 1.Find your advisor for first space to sign on the leave-school procedure form.
- 2.Bring one copy of the thesis and the leave-school procedure form to IMPIS office to get a stamp.

- ✓ Getting your certificate of graduation!

**Congratulations!**

**You have completed your Master Programme!**

# Contact Info

## Ways to contact the office

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- **Office:**  
General Building North Wing 11F, Room 271105
- **Email:** [impis@nccu.edu.tw](mailto:impis@nccu.edu.tw)
- **Website:**  
<https://impis.nccu.edu.tw/eng/PageFront?fid=10704>
- **Facebook Fanpage:**  
<https://www.facebook.com/profile.php?id=100064789326440>
- **Official LINE:** @791fhhog



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